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Summer Final Report

The summer of 2012 has been filled with many memorable events and activities. As an intern, I had responsibilities that had to be fulfilled. My tour of duty was completed as an administrative student trainee in the Information Technology and Communications Services Business Office (IT-A). In accordance with the Business Objectives and Agreement of the Business Office and my performance plan, I was to provide business office support, improve business, project management, and technical work processes. With this being stated, I supported a project called “The Big Move Project” (TBMP), which will take course over the next several years. The Big Move Project is the planning of the Information Technology (IT) Directorate’s relocation to various buildings in the course of upcoming years, when designs and the building of Central Campus have been completed. Working directly with my supervisor and the project manager, I was responsible for gathering both administrative and operational area requirements for the Information Technology (IT) Directorate, along with its outsourced support and contractors, such as IMCS, NICS, and ACES. My first action was to create rubrics that will serve as a guideline for the information that should be given by each branch of IT. After receiving that information via a few KAITS actions, I was able to start the consolidation process, and begin working on a presentation. A SharePoint was created shortly after for others to view the progression of the project, which I managed. During the consolidation of this information, I would occasionally present to the IT Deputy Director and IT Chiefs. The draft of this presentation was shown to employees of Center Operations (TA) and stakeholders—IT Chief Officers and contractor managers—in the relocation of IT to make them aware of what requirements must be met that will enable IT to be accommodated appropriately in the design of Central Campus Phase II—the time in which IT and its contractors are scheduled to be relocated.

Besides supporting TBMP, I also supported the Section 508 Policy Compliance Coordinator, R. Liang. Section 508 is a policy that requires employers to implement accessibility assurance of information and technology to disabled communities. On Thursday, July 19, 2012, I was able to go to Camp Boggy Creek—a camp for disabled children—for an education outreach, in collaboration with the Education Office. We shared with them information about

how astronauts live and work in space, they were able to ride hovercrafts, build paper rockets, and then launch them outside. Although this outreach was quite fun with the kids at the camp, this was a learning opportunity to gain some insight to those with cognitive and physical disabilities, the problems they typically face, and in turn, how to accommodate those with disabilities in the work environment. In the process of implementing accessibility and Section 508 compliance, I attended various teleconferences, did field runs to supply closed-caption call phones to employees with limited hearing, and helped with the development of the charter of the Section 508 Compliance Working Group.